

NON-STANDARDIZED	
<u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: PETROLEUM OPERATIONS DIRECTOR	
JOB SUMMARY:	
<p>The Petroleum Operations Director is responsible for providing the leadership and vision necessary to regulate and manage all energy based facilities that operate in Trinidad and Tobago to ensure the following by: protecting people, property and the environment from risks generated from energy based operations; safeguarding the State against liabilities associated with accident related downtime, pollution and accidents; ensure that the State derives a fair and equitable return on produced energy resources; ensure that end consumers get the correct value for retail products purchased.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Plan, organize and direct the work of the Petroleum Operations Monitoring Division. • Direct investigations of major incidents and accidents in the Energy Sector, • Direct investigations of complaints from the public related to Energy Sector operations. • Design and/or approve systems and programmes to ensure correct assessments in the fiscalisation of crude oil and natural gas. • Lead periodic meetings and discussions with Energy Sector companies and Government Ministries and agencies related to Energy Sector operations. • Manage the collaboration between the MEEI and other regulatory agencies such as the Environmental Management Authority, Occupational Safety and Health Agency, Town and Country Planning, organize and direct the work of the Petroleum Operations Monitoring Division. • Direct investigations of major incidents and accidents in the Energy Sector, • Direct investigations of complaints from the public related to Energy Sector operations. • Design and/or approve systems and programmes to ensure correct assessments in the fiscalisation of crude oil and natural gas. • Manage the collaboration between the MEEI and other regulatory agencies such as the Environmental Management Authority, Occupational Safety and Health Agency, Town and Country Planning Division, Trinidad and Tobago Fire Services on matters related to Energy Sector operations. • Monitor and evaluate research and development of new regulatory instruments inclusive of upgrades to existing regulatory regime. • Direct and manage the Ministry's Emergency Response Plans for the Energy Sector. • Direct the development of training for staff inclusive of a training plan and mentorship programmes. • Direct the formulation, review and maintenance of policies for the energy sector. • Direct the Asset Integrity Management System for the Energy Sector. • Lead in the prevention of the State from incurring Health, Safety & Environment (HSE) or Operational liabilities. • Direct the Incident Management System for emergency response activities in the Energy Sector. • Direct the review of EIAs and Risk Assessment Reports. 	

<ul style="list-style-type: none"> • Direct the analysis and compilation of HSE and Operational data. • Direct research and development projects on HSE and Operational Matters. • Participate in stakeholder and cross functional team activities to maintain stakeholder relations, interactions and communications. • Direct abandonment and decommissioning programmes. • Direct the management of chemicals approved for use in the Energy Sector. • Direct the monitoring programme for HSE and operational data. • Direct the MEEI review of Environmental Impact Assessments and Risk Assessments submissions. • Direct the coordination of emergency response preparedness, crisis management and disaster recovery programmes and business continuity programmes in the Energy Sector. • Direct the preparation and screening of reports, technical papers, speeches and presentations. • Represent the Ministry on relevant internal and external committees. • Represent the Ministry's interest amongst relevant government ministries and agencies when required. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of local and international codes of practice and standards. • Considerable knowledge of the Petroleum Act and Regulation. • Knowledge of the Occupational Safety & Health Act. • Knowledge of the Environmental Management Act. • Knowledge of applicable International Conventions to which Trinidad and Tobago is a party. • Knowledge in Asset Integrity Management. • Knowledge in Rig Inspections. • Knowledge in Incident Command System (ICS) and Risk Management. • Knowledge in Environmental Management.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Considerable conflict resolution and negotiation skills. • Sound analytical. and problem-solving skills. • Excellent interpersonal and communication skills. • Ability to interact professionally with managers of petroleum, petrochemical and service companies. • Training in the conduct of inspection of oil and gas installations and Infrastructure. • Ability to analyse and evaluate problems objectively and to recommend appropriate action. • Ability to express ideas clearly and concisely and to prepare comprehensive reports on energy and energy-related matters with respect to the environment. • Ability to establish and maintain effective working relationships with other employees and the public. • Ability to work with other employees in a team environment. • Sound supervisory skills. • Proficiency in Microsoft Office Suite.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • A Bachelor Degree in Petroleum Engineering, Chemical Engineering, Mechanical Engineering, Natural Science or Physical Sciences. • Post graduate degree in Petroleum Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering or Management or Masters in Business Administration. • Minimum 15 years working experience in Petroleum Operations with at least 8 years of supervisory experience. 	